

ImmaculataAcademy.com



IMMACULATA
ACADEMY



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Immaculata Academy
Student and Parent Handbook
2009-2010

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IMMACULATA ACADEMY

MISSION STATEMENT

Immaculata Academy, a private, Catholic, college preparatory high school, is dedicated to educating women based on Franciscan values. In the spirit of family, our goal for each student is that she maximize her potential academically, spiritually, and personally, so as to be an instrument of positive change in society.

FRANCISCAN SISTERS OF ST. JOSEPH

MISSION STATEMENT

Spirited by our Foundress, Colette Hilbert, we, the Franciscan Sisters of St. Joseph, are vowed religious living in Fraternity, Simplicity, Servanthood, and Joy. The Gospel way of life directs us to respect and care for all persons and all creation. Through our ongoing conversion and with a compassionate heart, we commit ourselves to continue Francis' mission of peace and to be a voice that transforms the world of the vulnerable. This we do with love and joy!

THE PHILOSOPHY

OF IMMACULATA ACADEMY

Immaculata Academy is a private 4-year Catholic, college preparatory, high school for girls founded in 1928 by the Franciscan Sisters of St. Joseph, the sponsoring body. The sponsor supports the continuation of Immaculata Academy through representation on the Board of Trustees and committees, financial donations, and attendance at extracurricular activities and programs. Immaculata Academy continues to be conducted by the Franciscan Sisters of St. Joseph and dedicated lay and religious teachers.

Immaculata Academy is dedicated to the individual development of young women academically, spiritually, and personally through the encouragement of personal growth and participation in all the areas of school life. A family spirit is modeled through genuine concern and care for and among our students, faculty, staff and parents.

Academic: Ongoing self evaluation and curricular updating have allowed Immaculata Academy to meet or exceed the standards of the New York State curriculum. It is accredited by both the New York State Board of Regents and the Middle States Association of Colleges and Secondary Schools.

Immaculata Academy offers a strong and varied academic program designed to meet college entrance requirements and future employment in an ever changing world. Every student has access to a wide range of learning resources, including constantly updated technology. Small class sizes and a low faculty/student ratio

support each student's academic potential and needs. The guidance program is designed to help each student plan her program of studies as well as make decisions for her future education. Counseling and referral services are available for anyone in need.

Spiritual: A relationship exists among all members of the Immaculata Academy family that is respectful, accepting, cooperative, caring and Christian in its understanding of the rights of all. Liturgies and prayer services are organized by the students and faculty and presided over by priests from the area. Students are prepared to meet the challenges of the adult world as true committed Christians through a program of studies and service activities which foster spiritual growth. In light of our Franciscan values of harmony, respect, service, peacemaking, stewardship, joy and prayer, we encourage each student to use her skills of leadership so as to be an instrument of positive change in our society.

Personal: Immaculata Academy creates an academic and social environment, including diversity education, which promotes universal acceptance and appreciation of all. Immaculata Academy also recognizes that participation in extra curricular activities helps the individual student to develop her leadership and interpersonal skills. A wide variety of clubs and sports activities, often initiated by the students, is provided for such growth.

Faculty: The administrators, faculty, and staff reflect the school's Franciscan spirit and commit themselves to ongoing education, living the gospel, and participation in the activities of the school. This modeling of academic, spiritual and personal growth serve to demonstrate an ever present care and concern for the students of Immaculata Academy.

IMMACULATA ACADEMY DIVERSITY STATEMENT

Immaculata Academy welcomes a diverse community, fostered by our Franciscan values and our faith. We strive to create relationships that promote dignity, mutual respect, cooperation, and appreciation of our individual differences. These differences give us opportunities for understanding, and help us to encourage fairness in our school community. We graduate young women leaders who have a strong sense of their identity, and an appreciation for others uniqueness.

BELIEF STATEMENTS

Immaculata Academy provides each student with an atmosphere and attitude conducive to successful learning through the incorporation of Franciscan values.

We believe that...

- the **HARMONY** of God’s creation models the world we strive to build every person is created in the image of God,deserving of **RESPECT** and dignity as a brother or sister.
- with compassionate concern and purposeful **SERVICE** to those with varying needs, justice prevails.
- **PEACEMAKING** and peacekeeping promote greater acceptance of diversity in the world.
- **STEWARDSHIP**, the responsible use of human, material, and financial resources, promotes a balanced environment.
- a life of simplicity and humility brings about a **JOYFUL** spirit and strong personal character.
- the Eucharist, **PRAYER**, and all expressions of our Catholic faith constitute the core of who we are.

GRADUATE PROFILE

An Immaculata Academy graduate:

- is prepared for college by exceeding the New York State standards for learning through honors, advanced placement and challenging elective courses.
- takes pride in creating quality work to the best of her ability.
- is spiritually prepared to meet the challenges of life.
- brings a spirit of joy to her relationships and service to others.
- shows responsible leadership by:
 - being a person of positive influence.
 - demonstrating good moral character and integrity.
 - communicating effectively.
 - solving problems creatively.

POLICIES AND PROCEDURES FOR STUDENT BEHAVIOR

One of the goals of Immaculata Academy’s educational program is to encourage self confidence, responsibility and accountability, which are characteristics of a mature person. An orderly atmosphere is essential if learning is to take place. These guidelines/policies are for the personal welfare of the student as well as for the common good of the entire school:

1. A constant respect for persons whether they are teachers, other students, staff or visitors is a basic requirement of Christians for a Christian community.
2. A respect for personal and communal property is a visible sign of this respect.

3. An atmosphere of quiet is to be maintained to create a situation conducive of learning.

All guidelines/policies are in effect for all school functions held during the regular hours and after hours in the school building, on campus, or off campus.

RELIGIOUS ACTIVITIES

- All students, regardless of religious affiliation, are required to attend all scheduled Religious activities.
- Silence is to be maintained in the chapel areas including the auditorium when used for this purpose.
- Holy Mass is celebrated for the entire student body on holy days when school is in session or on special occasions.
- Annual retreats are scheduled throughout the school year for each class, in which attendance is required.
- Annual participation in the Outreach/Service Program prepares each student to implement Immaculata Academy's mission. This is a graduation requirement for all students. Each student is required to do 20 service hours per year.

DRESS CODE

All students must wear a school uniform. Uniforms are available from Campus Outfitters, located at 432 Evans Road in Williamsville. Online ordering is also available at www.campusoutfitters.com

These guidelines apply to all students:

- **Skorts and skirts** - cannot be altered.
- **Pants** - Navy blue pants are available as part of the uniform.
- **Shirts** - Only all white tee shirts may be worn under the uniform shirt and must be tucked in. Nonwhite tee shirts, tank tops or any other types of shirts CANNOT be worn. Shirts must always be neat and clean.
- **Shoes/Hosiery** - Shoes with FULL BACKS or sandals with BACK STRAPS must be worn during the school day. Inappropriate footwear includes shoes/sandals without FULL backs or straps, flip flops, "croc" like shoes athletic shoes, platform shoes (heels more than 3"), and boots of any type. Students are not permitted to step on the backs of their shoes during the school day. Solid white, navy, black, gray, or red socks, pantyhose or tights must be worn with shoes, not necessarily with sandals. Footless tights that land around the ankle are also allowed. Socks with designs on them are not permitted (i.e. Nike, Adidas, flowers, etc.). Socks that are ABOVE the knee are not permitted.

- **Jewelry** Simple jewelry and earrings may be worn. No other visible body piercing may be worn, including tongue and eyebrow piercings.

Sports teams

- Jersey can be worn on game days only. The IA polo shirt (grades 11 and 12), oxford button down (grades 9 and 10), t-shirt as listed above must be worn underneath if it is a sleeveless jersey.
- Team sweatshirts are to be worn outside of school hours or on dress down days.

Uniform Violations

Students violating the dress code will receive a detention, and be required to remove the garment. The decision of the Administration regarding dress and/or grooming is final.

Physical Education Uniform

Proper dress for gym includes shorts and t-shirt, which must be purchased from the physical education teacher; sneakers and white socks are also required for gym classes. Due to safety concerns, all jewelry, including rings, watches, necklaces, and earrings must be removed for physical education class at the discretion of the teacher.

Dress Up Days

- On the occasion that a dress up day is given, students may wear clothing acceptable for special occasions such as dresses, skirts or pants.
- Inappropriate attire includes jeans, cargo pants, pajama pants, shorts, sweatpants, wind pants, tee shirts, sweatshirts, spaghetti straps, bra straps showing, midriff tops, low-cut tops, and the like. Inappropriate footwear includes shoes/sandals without FULL backs or back straps, flip flops, athletic shoes, platform shoes (heels more than 3”), and boots of any type.

Casual Dress Days

- On casual dress days students may wear casual clothing. This includes jeans, capris, khakis, dress shorts, sneakers, and sweatshirts. Inappropriate clothing includes any pants/jeans with holes in them, pajama pants, jean shorts, cut-offs, short shorts, athletic shorts, spaghetti straps, bra straps showing, midriff tops, low-cut tops, and the like. Footwear may be casual, however all shoes/sandals must have FULL backs or back straps.
- All exam days are casual dress days.

Annual \$1 Casual Dress Days include:

- Catholic Charities during the Lenten season
- 2 for local character initiatives, one in the fall and one in the spring
- There can be 10 additional days during the school year to support local families/clubs/etc. These need the approval of the administration.
- If all 10 are used up and you want to do a fundraiser on your own, it can be done with approval of the administration.

School Spirit Days

- School spirit days are scheduled periodically. On those days, certain items that are available for purchase from the Bears' Lair must be worn for a FREE casual dress day.
- Students who choose not to participate in dress up, casual dress or school spirit days must follow the uniform dress code.

NEW UNIFORMS FRESHMEN AND SOPHOMORES

Your new uniform is available at Campus Outfitters.

The basics:

- White oxford button down shirt, skirt or pants, and tie.
- Ties must be worn and knotted appropriately; it must be visible when wearing a sweater and also tucked in if worn with a sweater.

Options available at Campus Outfitters:

- Vests and sweaters – navy, grey and red
- Blazer – optional, but recommended. This will be mandatory for the class of 2014.

Additional option:

- You may purchase the white oxford at any store, as long as it has no logos, different color trim, etc. on it.

JUNIORS AND SENIORS

If you would like to purchase and wear the new uniform, it must be done in the uniform's entirety as listed above. Old and new uniforms can NOT be mixed.

Here are the basics for your current uniform:

- Skort or pants, and polo shirt from Campus Outfitters
- You can roll your sleeves with a white t-shirt.

- You can wear double collars, layering the blue and white polos.
- You can wear plain white long sleeves under your polo.

Allowable options:

- School sweaters and a 1/2 zip fleece are available at Campus Outfitters only.
- The navy blue hoodie with the bear paw is available at The Bear’s Lair only.

BUILDING HOURS

The building is opened at 7:30 a.m. and closes at 3:30 p.m. Any students remaining in the building after school must be supervised by a member of the faculty/moderator/coach. Any students who are waiting for an event/practice/ride home/etc must wait in the lobby.

School office hours are 7:30 a.m. 3:00 p.m. There are no office hours on Saturday, Sunday or holidays. Summer hours are 8:00 a.m. 12:00 p.m.

SCHOOL DAY

Classes are in session from 7:58 a.m. 2:07 p.m. Students are required to be in school on time for homeroom at 7:58 a.m.

When the bell rings at 7:56 a.m. all students are to go to, and remain in their homerooms until 8:12 am when the prayer/pledge/announcements are made. Students must remain in homeroom during this time.

SCHOOL CLOSINGS

In case of severe weather, official announcements for school closings may be heard on the radio and/or listed on television. Immaculata Academy is closed when you hear Immaculata Academy on the radio and/or listed on the television. There may be instances when faculty and staff still report for the day; this will also be heard on the radio and/or listed on television.

VISITOR PROCEDURES

All visitors must enter through the front doors, and check in at the main office.

- In the main office, all visitors must sign in, in the Visitor Sign In Book, and get a badge to wear at all times while in the building.
- When a visitor leaves, he/she must sign out in the same book and leave the badge in the main office.

- All doors are locked down at 8:15am daily. If you notice a door ajar, unlocked, etc., please close/lock it immediately, and report the information to the administration for follow up.

FIRE DRILL

All classrooms and student areas of the building have indicators as to where to go in the event of a fire. Fire drills are conducted at regular intervals throughout the year as required by law and are an important safety feature.

- Silence should be maintained so that instructions may be given.
- Students should exit in single file. Leave all books behind. **BE SURE ALL-WINDOWS ARE CLOSED.**
- Every one should exit the classroom according to the indicators posted.
- Teachers should leave the class room last, close the door, shut off the lights, take their class record folder with them, and take attendance outside.
- Everyone should walk briskly and silently, in single file, on their side of the corridor. Classes should not intermingle.
- The first student at any exit should hold the door open until all people have left the building. The student should join the original group.
- Everyone should remain at a distance from the building. Classes should assemble in the designated areas outside and should maintain good order.
- The entrances and parking are as should be clear so that the work of the fire department is not hindered.
- Everyone should return to the building using the same route.

LOCK DOWN

When advised by a PA announcement, the following Safety Drill procedures take place:

- Students not in a classroom go to the nearest classroom.
- Students in a classroom move away from the door and windows.
- Teachers lock the door, turn off the lights, stay with the students and listen for further direction.
- If necessary, the evacuation policy will be used. The entire school evacuates to Hilbert College.

EMERGENCY DISMISSAL

By announcement, all students, faculty and staff should:

1. go to their lockers
2. get what they need to go home
3. wait in the designated area
4. go home for the day

STUDENT INSURANCE

All students attending Immaculata Academy are covered by the school's insurance policy. This insurance is commonly called a supplementary insurance policy, which means that the insurance of the parents is used first and coverage at Immaculata is processed secondly.

ATTENDANCE

Absence

When a student is ill or is not able to attend school, her parent/guardian must notify the office by phone between 7:30 and 8:30 a.m. on the day of absence. Otherwise, the school Office will call the parent to verify the absence.

By New York State law, when a student returns to school, she must bring a note signed by her parent/guardian, which includes the dates of and reason for the absence. A doctor's note is required to be on file for any extended absence. Any absence without a written excuse is considered an illegal absence. All absence notes are to be turned into the office.

Tardiness

Any student who is late for school, not in homeroom by 7:58 a.m., must report to the office, with a written excuse as soon as she arrives. She will be given a pass to be admitted to class. Any tardy without a written excuse is considered an illegal tardy.

- Chronic tardiness will result in disciplinary action.
- Daily absence/tardy lists are distributed to each teacher.
- Individual report cards will be withheld quarterly until all outstanding written excuses have been turned in to the office.

Early Dismissal

If early dismissal is necessary, a written excuse must be brought in on the day of the early dismissal. You are encouraged to schedule all appointments after school hours. There will be no early dismissal for employment or service hours.

Tuancy

A student is truant if she is absent without parental consent, leaves school without signing out, leaves school without permission, comes to school but does not attend classes or obtains permission to go to a certain place but does not report there. Students who are truant will be referred to the administration. See Tuancy policy under Disciplinary Action.

Record of Attendance

Absence because of personal illness, sickness in the home or death of a member of the family or close relative is classified as excused. Skipping school, vacation, suspension and truancy are classified as unexcused.

A minimum of 160 days of attendance is required for promotion to the next grade or level of study. A conference will be held with the parents of any student who attends fewer than 160 days before promotion to the next grade or level of study is considered. This does not include students who are absent due to medical condition and are under a doctor's care.

Class Attendance

Teachers take attendance each class period. Students are expected to report on time to all scheduled classes, study halls, group meetings and assemblies. The teacher or moderator is responsible to issue a demerit for each tardy.

Corridor Passes

Passes are necessary to leave a class or study hall. The student must obtain a hall pass from the teacher before she can leave the room. Teachers who wish to see a student later in the day must issue a pass to the student to be used later.

Teachers have individual procedures for use of the restroom/ locker/ drinking fountain during class time.

Class Exchange

In order to facilitate orderly movement from one area of study to another, students should make a special effort to exchange classes quietly. Students have TWO minutes to arrive at their destination.

Closed Campus

Students are not to sit in cars or loiter outside the building. Upon arriving at school, they are to enter the school building immediately. Immaculata Academy operates under the “closed campus” system. Once a student arrives in the morning, she may not leave the campus until the final dismissal bell or she has received official authorization from the Office. Should a student leave campus during the school day without proper authorization, the action will be considered truancy. Neighboring property is also off limits to I.A. students without authorization. If a student chooses to go off campus after regular school hours (7:56 am-2:07pm), she is no longer the responsibility of Immaculata Academy.

ILLNESS DURING SCHOOL

A student too ill to remain in class is to obtain a pass from the teacher and report to the OFFICE. After one period in the Health Room, the student will be required to return to class or be sent home. The Nurse will notify parents. Nothing is to be used in the Health Office without assistance from the nurse.

Medication

Prescribed medication and any over the counter medication to be taken during school hours must be reported to the Office/ Health Office with the appropriate health form completed by a physician.

HEALTH CONCERNS

Due to safety and health concerns, the following must be adhered to:

- Pets are not allowed in the building unless previous approval has been given by the administration.
- Airborne scents including perfume/ cologne/ hairspray/ etc. cannot be sprayed anywhere in the building.

MEDICAL EXAMINATIONS

New York State Educational Law requires that every new admission and every 10th grade student have a current physical examination. In addition, every 10th

grader is required to show documentation of having had a recent dental exam. Please consult the health office for forms and further information.

IMPORTANT HEALTH OFFICE IMFORMATION

There is a Registered Nurse available on a part time basis for injuries or illnesses that occur at school. It is important to notify the school daily to report any absences, and please keep the office informed of any change in phone numbers in the event we need to contact you.

If your daughter has a fever of 100°F or higher, or is vomiting, please keep her home until she is better, and there is no fever or vomiting for at least 24 hours.

Confidential Medical Information Form: This form will give the school nurse valuable information regarding your daughter's health needs. Please be as accurate as possible, and update the nurse if your daughter's requirements change.

Medications: The school nurse can work with your daughter's physician if it is necessary for her to have medication in school. A written order from the physician and parental permission along with her own medication in a labeled container will be kept in the Health Office, and administered as directed. See the "Medication in School" form included in this packet. Students cannot carry medication on their persons. This includes over the counter medications such as Tylenol, Motrin and cough drops. The only exception to this rule is physician ordered inhalers, and epi-pens for allergic reactions, once the physician order is on file in the Health Office.

Physical Education: A written note from a parent must be brought to the health office to excuse your daughter from physical education class if you feel it is necessary. Students may be parentally excused for up to three consecutive classes. After that, a medical excuse from her doctor will be required. Jewelry (necklaces, medals, ropes, watches and bracelets) and earrings below the center of the ear are not permitted in physical education class. Therefore as a suggestion, piercing should only be done with adequate healing time allowed. She must remove earrings for every physical education class, even if the piercing has not healed.

Injuries: If your daughter is injured, and requires exclusion from physical education for a prolonged period of time, please obtain a note from her doctor with diagnosis and length of exclusion stated. If she is required to use crutches, splints or air casts during the healing of her injury, this must also be in writing

from her doctor. Long term medical exclusion will require written work to gain State mandated credit for physical education class.

Following injury, athletes must have a note from their own physician to return to activity, plus they must be cleared to resume participation through the health office.

Physicals: A physical examination by a NYS licensed physician, nurse practitioner or physician's assistant is required for new students, 9th and 10th graders and annually for sports. Please clarify any questions you may have with the school nurse.

Dental Certificates: There is a new requirement this year for every new student and every 10th grade student to present a certificate from her dentist stating she has had a dental exam within the last year.

FIELD TRIPS

Throughout the year, the school sponsors field trips and/or recruitment efforts. Written permission slips are required or the student will not be permitted to participate. The permission slips are to be signed by the parent or guardian and be returned to the school no later than two school days prior to the event. Phone authorizations are not acceptable. Costs related to the trip will be announced to the students beforehand. All rules of conduct and behavior that apply in school also apply on these trips. All field trips are to be treated as "dress up" days unless approved differently by the Administration.

PERSONAL ELECTRONIC DEVICES

Students must turn off all personal cell phones, pagers, iPods and other personal electronic equipment during the school day and leave in lockers. Students who have this equipment in their possession during the school day will have it taken away until a detention is served.

Inappropriate use of the photo taking component of cell phones is subject to disciplinary action.

CELL PHONE OPT-OUT POLICY

In the event that a faculty, staff, or coach needs to contact a student for BUSINESS PURPOSES ONLY, Immaculata Academy is giving its employees permission to call or text students. If you do not want your daughter contacted in this way, please put it in writing and give to the Principal as soon as possible.

TELEPHONE USE

If a student would like to use the office phone, she must get permission from the school secretary.

Incoming emergency calls can be made to the school office and the message will be forwarded.

ASSEMBLIES

The students' behavior should be refined and courteous at all times. Unacceptable conduct includes whistling, unnecessary clapping, boisterousness, talking during a program, and improper posture. Violations will result in a detention.

Prior to a general assembly, all students report directly to their homerooms. No one is permitted to go to the lockers at this time. Textbooks should be left in the locked HOMEROOM. After the assembly, the students are to proceed directly to their homerooms.

EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. Students who damage property are responsible for paying for the damage.

Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. In addition, disciplinary action will be determined by the administration.

TEXTBOOKS/CALCULATORS

All basic textbooks are loaned to the student from their respective public school district. Textbooks are to be kept covered, clean, and handled carefully.

Immaculata Academy lends graphing calculators to those students who need them. (There is a non-refundable battery fee.) These are to be handled carefully.

Textbooks and calculators are to be returned on the day of the course exam. A late fee will be assessed for any books or calculators returned after the last exam day in June. Lost or damaged books or calculators must be paid for before any records are released.

LOCKERS

A locker with a combination is assigned to each student at the beginning of the school year. Note: Lockers are to be kept locked at all times. The school is not responsible for articles or books missing from unlocked lockers. Students are responsible for school materials and personal items in and out of their lockers. Items of value should be left at home.

Students may go to their lockers between classes provided they are on time for class. IT IS THE RESPONSIBILITY OF EACH STUDENT TO HAVE THE CORRECT BOOKS AND MATERIALS FOR CLASS AND TO BE ON TIME FOR CLASS.

For safety and health reasons, book bags/backpacks are to be kept in the lockers.

Students are responsible for the upkeep of their lockers. Any malfunction should be reported to the Main Office. Students may decorate the inside of their lockers tastefully. Stickers and tape other than masking tape are not permitted (magnets are preferred). Writing on lockers is NOT permitted.

CHANGE OF ADDRESS

Please notify the Office promptly and in writing of any change in home address, telephone number, parents' marital status, etc. This is necessary to maintain accurate information on the permanent record.

CARS

Students who drive to and from school are required to register their license number in the Office and use the parking lots on either side of the building. Speeding on school grounds will result in disciplinary action.

Students driven to school must be dropped off in front of the building by the Office entrance only. These students must also register in the Office and bring a written permission slip from their parent/guardian if a person other than the parent/guardian is transporting them.

Students being picked up from school may be picked up in the front or back of the building.

FOOD AND DRINK

Gum chewing is prohibited at all times. For health reasons, students are to eat and drink only in designated areas:

- Lunches are to be eaten in the school cafeteria.
- “Breakfast” and “after school snacks” are to be consumed in the lobby or cafeteria.
- No food is allowed to be eaten anywhere else in the building without permission from the principal, i.e. – clubs or classes.

Students are expected to clean up after themselves. A detention will be given for any infraction.

Cafeteria

Each student is expected to practice rules of good manners:

- Observe courteous behavior and good manners during meals.
- There is no running in the cafeteria or personal grooming at the tables by order of the Health Department.
- Be responsible to leave the table and surrounding area clean and neat.
- PERMISSION must be given and passes issued by proctors to leave the cafeteria during the lunch period. Students must sign out and in from lunch.
- There is no “charging” for lunches.
- Microwaves are available for student use in the cafeteria.

GRADUATION REQUIREMENTS

Any course will be offered provided that a sufficient number of students are enrolled in the course at the time spring scheduling is completed. Immaculata Academy reserves the right to modify or withdraw any course.

An "R" following a course indicates a course that will conclude with a NYS Regents examination.

| Graduation Requirements: | Regents | Advanced |
|---------------------------------|----------------|-----------------|
| English | 4 credits | 4 credits |
| Social Studies | 4 credits | 4 credits |
| Science | 3 credits | 3 credits |
| Mathematics | 3 credits | 3 credits |
| Physical Education | 2 credits | 2 credits |
| Fine Arts | 1 credit | 1 credit |
| Health | 0.50 credit | 0.50 credit |
| Language other than English | 1 credit | 3 credits |

In order to graduate with a Regents or Advanced Designation Regents Diploma, all students must successfully complete both the graduation requirements of Immaculata Academy and the NYS Regents examinations that are listed below.

Class of 2010:

| Regents Diploma | Advanced Designation Regents Diploma |
|----------------------|--|
| Math A Exam | Math A and B Exam |
| English Language Art | English Language Art |
| Global History | Global History |
| US History | US History |
| One Regents Science | Living Environment plus One Regents Science |
| | Comprehensive Foreign Language |

Class of 2011, 2012 and 2013:

| Regents Diploma | Advance Designation Regents Diploma |
|--|---|
| Integrated Algebra or Geometry, or Algebra 2/ Trigonometry | Integrated Algebra and Geometry and Algebra 2/Trigonometry |
| English Language Art | English Language Art |
| Global History | Global History |
| US History | US History |
| Living Environment | Living Environment |
| | Chemistry or Physics |
| | Comprehensive Foreign Language |

Honors Diploma

A NYS Regents Diploma with Honors will be granted to any student who has completed all required courses and achieves an average of 90.0% or better on all required Regents examinations.

Immaculata Academy Requirements

All students are required to take 3 1/2 credits of religion and Intro to Computers (1/2 credit). In addition to the requirements above students must also complete, 80 Hours of Community Service over the four years (minimum of 20 per school year), a Senior Synthesis Paper with an exit interview, and successfully complete a senior research paper.

Valedictorian, Salutatorian

The Valedictorian and Salutatorian are chosen from among those seniors who have been enrolled in and attended all four years of high school at Immaculata Academy. It is calculated and announced after the third quarter of senior year. This is calculated and announced after the third quarter of senior year.

Graduation Participation

If a senior student's tuition or fees are outstanding, she will not receive her diploma and will not be allowed to participate in any graduation exercises. If academic requirements have been met, her diploma will be available upon payment of the outstanding balance.

Any student who does not fulfill academic requirements may lose prom, senior trip, and any other privilege until the requirements are complete.

Any student who has not earned the requisite credits for graduation cannot participate in the graduation ceremony.

COLLEGE APPLICATIONS

Completed college application packets are due to the Guidance Office by the first Monday in November. This is to ensure all applications are processed and mailed before the Thanksgiving break. Students are encouraged to submit applications earlier if possible, especially for the more selective colleges and universities. Any application turned in to the Guidance Department should be done so at least two weeks prior to application deadline. This includes scholarship applications.

It is the student's responsibility to ensure SAT/ACT scores are sent directly to the colleges.

We do not keep copies of submitted applications. We do keep track of the date applications are mailed out from our office.

TRANSCRIPTS

Transcripts needed for college applications, or employer information may be requested from the Guidance Office. Transcripts will be available after a payment of \$6.00; this includes postage and certified mailing charges. Transcripts and letters of recommendation are sent directly by mail to the address requested. Final transcripts will not be sent until all financial obligations have been met.

CLASSES

Every effort is made to have each student enrolled in at least seven class periods. Study halls are discouraged.

Course Placement and Scheduling

In spring each year, course description brochures and course request forms are mailed to the parents. Students are to complete the form and return it to the Guidance Department. Students will then be seen individually to review the course requests, and approval for AP or honors classes. No schedule changes may be made after July 1st. To assist the student in achieving her potential, and prepare for college, emphasis in course selection will be focused on completing courses that prove to be challenging to the student. Students who have scheduling conflicts will be contacted during the summer to discuss conflicts and possible solutions. Once scheduled, students are expected to pursue the course of studies to which they have been assigned. Scheduling changes to accommodate requests for specific teachers or class sections are not permitted.

Honors Classes

Students who have an overall cumulative average of 85% or higher, and in particular in the subject area, are eligible to apply for honors classes.

Advanced Placement

Juniors and Seniors who have an overall cumulative average of 90% or higher and in particular in the subject area are eligible to apply for advanced placement classes. Information regarding further subject area requirements is available in the Guidance Office. The program makes it possible for students to earn college credits as well as complete their final two years of high school.

College Credit

After completion of the junior year, upperclassmen may elect to take one or two courses at Hilbert College or ECC in conjunction with their high school schedule. Students are responsible for the additional costs. High School students may enroll on a space available basis and must meet the course prerequisites if necessary. The Principal must approve the students who wish to attend these classes. Information regarding available courses is in the course description brochure or the Guidance Office.

Study Halls

Students who are scheduled for a study hall are encouraged to use it wisely. The study hall is a place of quiet where the students may study, review for tests, prepare work for the following day or read and enjoy a good book.

All are expected to respect each other's time to study and learn. For library use during study hall see below.

LIBRARY

OPEN 7:45 A.M. - 2:45 P.M.

- 1 An atmosphere of quiet is observed at all times in the library.
- 2 The Librarian has the right to correct misconduct and dismiss students as well as establish library procedures, including those for library study halls. Teachers who accompany whole classes to the library for class projects are responsible for their class' conduct.
- 3 Students requesting library use are to request a library pass from the teacher and inform the teacher as to what library work will be performed. This should

be noted on the pass submitted to the Librarian. Unsupervised group work is not done in the library.

- 4 Students are to report directly to the library from the class and may not leave for another destination without permission/pass.
- 5 Costs of books and replacement fees will be determined by the Librarian based on current replacement costs.
- 6 Books are kept for two weeks and may be renewed once. After a period of two days “grace,” a fine of ten cents per day will be charged for overdue books. Notices of overdue books will be sent to the students.

GRADES AND MARKING CODES

At least a half hour of study time should be allowed for each subject at home daily.

Quarter grades are computed from in class work, written assignments, examinations, quizzes, homework assignments, projects, as well as a general manifestation of the student’s knowledge of the subject matter. Teachers will inform their students regarding the system they use in computing the quarter grades. The final average of a full year course is determined by the average of the 4 quarter grades and the final exam. The final average of a semester course is the average of the 2 quarters and the final exam.

Progress reports are mailed halfway through the quarter to keep parents informed of student’s progress.

Academic Grades and Equivalency

- 95-100 Superior work habits; Consistent and satisfactory work
- 90-94 Excellent work
- 85-89 Above average
- 75-84 Average; working at ability
- 65-74 Below average; Minimal requirements; Missing assignments
- 50-64 Parent/Teacher conference strongly recommended

Grade Weighting

Quarterly averages will be weighted according to the following:

Weighting Chart and Sample Grade

| | Weight | Grade |
|------------------------------|--------|-------|
| Elective and Regents courses | 1.00 | 90.0 |
| Honors courses | 1.04 | 93.6 |
| AP and College courses | 1.06 | 95.4 |

Honor Roll

Honor lists will be computed for four marking periods. Honor cards will be given for the four marking periods. The categories for the honor list are:

First Honors 95-100

Second Honors 90-94

Students that receive a "C" in conduct or have failed a class in a given marking period will be excluded from the honor roll that quarter.

Honor cards will be distributed in homeroom. Any first honors throughout the first three quarters will earn a breakfast in the cafeteria with their classmates.

Blue and White Honors

Any student whose overall average is raised by three points or more per quarter will receive a Blue and White Honor Card. These will be issued for the 2nd, 3rd and 4th quarters.

Report Cards

Report cards are issued quarterly. Please note: Report cards, transcript requests and diplomas are withheld until the student's account and all other records are up to date. This includes all financial obligations that a student has incurred, state required excuses, books returned, etc.

Conduct

Each homeroom teacher gives an overall conduct grade (A, B, C, D) that reflects behavior in classes, at various activities and assemblies, in the cafeteria, corridors, and in study hall.

The following are the guidelines used to determine conduct grades quarterly:

2 detentions = B

1 suspension = C

3 detentions = C

2 suspensions = D

4 detentions = D

If a teacher wishes to grade differently than above, the administration must approve it first.

Make Up Work

Students who are absent from classes will be required to make up work missed in each class. It is the STUDENT'S RESPONSIBILITY to obtain all make up work from her teachers and communicate any additional needs regarding tests, etc.

Academic Assistance

Teachers are available before and after school, and/or during a study hall if a student is having academic difficulties. The student should make an appointment that is at the teacher's convenience.

If a student is failing in any subject area, the teacher will make it known in progress reports and/or the teacher will call home.

Incomplete

Students with situations that require an incomplete to be issued will have a deadline to complete work before it turns into a numerical grade.

SUMMER SCHOOL

A course is considered passed if the final average is 65% or higher. A Regents credit will be granted if the Regents exam score is 65% or higher, HOWEVER, if the final average of a course is below 65%, the course is considered failed and must be retaken in summer school regardless of the Regents exam score.

Students who fail one or two courses (final average below 65%) must make up the course failures in an accredited summer school center.

The obligation of registering for summer school rests with the student. The Guidance Counselor will contact the student regarding failures. This is done after final exams. Dates and places for summer school are determined by each school district.

Summer school grades will not be recalculated into a student's GPA.

TRANSFER TO ANOTHER SCHOOL

If a student transfers to another school, she is required to complete a release form. After her enrollment, a transcript will be sent directly to the new school.

No transcripts will be issued until all financial obligations have been met, all textbooks are returned, state required excuses are turned in, etc.

DISCIPLINARY ACTION

Detention and suspension are times for positive reflection and discussion regarding good character and values.

Demerits are issued for uniform violations, tardiness during the school day, being unprepared for class and not bringing in emergency card by the due date at the beginning of the school year. Demerits can be issued at the discretion of the teachers. A total of three (3) demerits will result in detention.

Detention period is a time when a student is assigned to stay after school for any unacceptable behavior. Any teacher in the building has the authority to correct misconduct and issue detentions.

Misconduct may include but is not limited to: disrespect, disturbance, damaging property, abusive language, gum chewing, prohibited computer use, and disregarding rules.

The Assistant Principal will notify the parents of the detention. The responsibility for suspending or dismissing a student rests with the Principal.

Removal from Classroom

Regardless of the cause of any student's difficulty, no teacher or class is required to tolerate any act of gross misconduct, including flagrant discourtesy, vulgarity, abusive language, fighting, and deliberate insubordination. The teacher has the right to remove any student whose behavior repeatedly disrupts the learning atmosphere of the class. The student will not be readmitted until she and the teacher have conferred with the administration and parents.

Truancy incurs the following penalties:

- Student will be suspended.
- A zero grade for all class work and tests given while truant.
- Truancy is recorded on the student's attendance and discipline card.
- The student will be placed on disciplinary probation.
- Parents will be notified of these sanctions.

Cheating/Plagiarism

Immaculata Academy students are expected to conduct themselves honestly and with integrity in their work, as befits our Franciscan values. All forms of cheating and plagiarism are unacceptable. This includes, but is not limited to:

- copying another students homework;
- working with others on projects that are meant to be done individually;
- looking at or copying another students test or quiz answers;
- allowing another student to look at or copy answers from your test or quiz;
- using any other method to get/give test or quiz answers;
- taking a test or quiz in part or in whole to use or to give others;
- copying information from a source without proper attribution; and
- taking papers from other students, publications, or the Internet.

Violating this policy will result in disciplinary action at the discretion of the administration and the teacher.

Suspension

Suspension is the removal of a student from school or classes, sports and extracurricular activities for a designated period of time determined by the Principal. Automatic suspension includes but is not limited to: fighting, threatening physical harm, truancy, smoking, the use/ transmitting/selling of alcohol/drugs; and repeated failure to adhere to school policies.

In the event that a student is suspended, the following procedure will be followed:

- The parents will be called immediately
- The student will not be allowed to return to class.
- The student will serve an in-school suspension or go home with the parent.

Suspension incurs the following penalties:

- A grade of zero for all class work and tests given while suspended is up to the teacher.
- Suspension is recorded on the student's attendance and disciplinary record.
- Probationary status after the suspension is determined by the Principal and Assistant Principal depending on the cause of the suspension.
- Other liabilities may be imposed.
- If there is no improvement, the student will be dismissed.

Dismissal from School

Academic: A student will be dismissed if she has failed three or more subjects. This may occur also at the end of the first semester.

Financial: A student whose financial obligations have not been met will be asked to leave in January and June.

Behavior and Attitude: A student will be dismissed if she exhibits a consistent negative behavior and/or attitude.

Stealing: A student involved in stealing will be dismissed.

Academic Eligibility for Musical and Drama Students

Directors will make initial contact with Guidance and Administration before publishing cast lists to check for “red flags,” i.e. failures in any classes or particularly troublesome behaviors.

During the initial rehearsals (musical = 4 weekly checks; drama = one check at end of first 2 weeks), directors will ask for feedback from teachers naming cast members with averages below 65%.

Students marked as failing during initial rehearsal weeks will attend a supervised study hall on Tuesdays and Thursdays after school with Mr. O’Neill (or other available staff member if necessary), where they can work on the class of concern, go get help from teachers of said class (using 216 as “home base”), or receive tutoring from Mr. O’Neill.

If a student is identified as failing during two or more consecutive checks, students and/or directors will approach the teacher of the class the student is failing to determine source/likelihood of continued failure (no tests given to increase grade in last week? homework not being done? etc.).

If a student is identified as failing (average below 65%) in one or more classes at the final check (week 4/musical; week 2/drama), she is subject to dismissal from the production pending review by administration.

ASBESTOS

In the interest of safety, Immaculata Academy is inspected for asbestos containing building materials. Inspection results are filed in the school office and updated by a consulting service every year.

POLICY REGARDING ALCOHOL AND DRUGS

Students are not permitted to possess, use, transmit or sell alcoholic beverages and/or illicit drugs on school grounds, before, after or during home or away

school activities including when students stay for practices, games, meetings or other school related activities.

Any student under the influence of or possessing alcohol and/or drugs will see an intervention counselor for the purpose of assessing the type of counseling needed.

Violations regarding possession, use, transmission, or the selling of alcohol or drugs will result in suspension or dismissal from school.

POLICY REGARDING SMOKING AND TOBACCO

Students are not permitted to use, possess, transmit, or sell tobacco products on school grounds or in school related activities. Students who do smoke on school grounds or in school related activities will be suspended. Students possessing, transmitting, or selling cigarettes will receive a detention.

POLICY REGARDING COMPUTER USE

School computers are to be used for school purposes only. They are available for use during regular school hours.

Each student has an email account through Immaculata Academy which is monitored (not private). This account should be used appropriately according the Acceptable Use Policy that all students were required to sign prior to attending IA.

The uses of Instant Messenger, personal email accounts, social networks, etc are prohibited.

Inappropriate use of technology (in or out of school) may subject students to consequences including possible criminal charges. Inappropriate use includes, but is not limited to, harassment, negative use of school name, negative/slandorous remarks directed to or about I.A. faculty, staff, and students, offensive communications and safety threats.

The administration maintains the right to limit a student's use of the computers for research as well as monitor and limit the types of material accessed. .

POLICY REGARDING WEAPONS

Any type of lethal weapon or dangerous object (e.g. knives, guns or any other type of instrument judged so by the administration) is absolutely forbidden on school property at all times. A student in possession of such weapons and/or objects will be dismissed.

POLICY REGARDING VIOLENCE

Immaculata Academy has zero tolerance to any written, verbal or physical threats, bullying, and/or acts of violence. Any student who commits an act of written or verbal violence, including but not limited to derogatory, degrading, insulting and/or humiliating acts will be removed from the classroom. Violators of this policy will be removed from classes and disciplinary action will be determined by the administration.

Any student who makes threats or warnings about hurting or killing themselves or others; threatens to do something dangerous or potentially harmful; possesses or has access to a weapon; or actually commits an act of violence will be removed from the classroom. Disciplinary action will be determined by the administration. If the situation warrants it, the school's Crisis Management Plan will be used. This may include contacting the local police force and local mental health agencies.

POLICY REGARDING PREGNANCY

As a Christian community, we value human life in all its stages. Therefore, Immaculata Academy is committed to dealing in a sensitive manner with each individual case of student pregnancy.

POLICY REGARDING MORALS AND ETHICS

Immaculata Academy is identified with and by its student body. Each student must accept the responsibility of publicly demonstrating the honorable conduct rightfully expected of her as stated throughout this Student Handbook. All events of the school including all sporting events, all field trips, evening and weekend activities as well as daily attendance and any other event, trip or activity, where students represent Immaculata Academy, the following expectations will be in force:

Defiance, acts of bullying, harassment, inappropriate displays of affection, or poor language, toward other students, teachers, staff, guests, and others will be subject to immediate disciplinary action. It must be understood that any conduct or misbehavior that, in the opinion of the Administrators is detrimental to the reputation of the school or the good name of the student body, will be grounds for serious disciplinary action.

STUDENT OFFICER ELECTIONS AND RESPONSIBILITIES PROCEDURES FOR CLUBS AND CLASSES

The following procedures apply to classes and any clubs or organizations that elect student officers. Elections will take place between May 15 and the first full week of June and the newly elected officers will take office the following school year.

Students wishing to run for a class office will campaign to be an officer. The top four vote getters will be the President (1), Vice President (2), Secretary (3), and Treasurer (4), respectively. Students who run for a club office will run for a specific office.

Qualifications: To be elected as a Student Officer, a student:

- must have an 80+ average;
- must maintain a B or better average in conduct at Immaculata Academy;
- must be members in good standing in their class and the student body. This includes having fulfilled all financial obligations to the class and the school and having participated in class and school activities, including fundraisers.
- must display good character, school loyalty, and be working to the best of their ability in class.
- If a student has served as an officer in a club or class, she must have fulfilled her responsibilities for that office before being allowed to run the next year for any office in the same group.
- No student can hold two simultaneous offices of president.
- Faculty input on nominations will be made and final approval of the list of candidates rests with the school administrators.

Responsibilities of Officers:

- The PRESIDENT shall preside at all meetings, shall be an ex-officio member of all committees and shall perform such duties as are incidental to the office of president and properly required of her. In the absence of any officer, the president shall, if necessary, appoint a member to perform the duties of that office. The president shall schedule all meetings with the consent of the moderator(s). Meetings shall be at least monthly. She shall submit an agenda to the moderator(s) prior to the meeting.
- The VICE PRESIDENT, in the absence of the president, shall exercise all of the functions of the president and shall be vested with all her powers. The vice president shall take roll call at each meeting. She shall work closely with the president, assisting her in any way possible.

- The SECRETARY shall have charge of all papers, keep such records, make such reports and perform such duties as are incidental to that office and properly required of her by the organization. She will also assume the duties of corresponding secretary. A copy of meeting minutes shall be distributed to all members and to the moderator(s) after each meeting.
- The TREASURER shall have charge of the funds of the organization. She is responsible for the collecting of dues, for requesting checks and for depositing money in the organization's account. She shall ask the moderator to sign any and all forms requesting or depositing money. She shall give a financial report at each meeting and a summary report at the end of the school year.

Election Process: The following election procedure and time frame is designed to ensure fairness and consistency:

- Day One: Announce time frame of the election (six school days)
 - The Moderator posts the time frame of each aspect of the election process.
- Day One and Two: Elicit nominations
 - Students submit nominations in writing to the moderator.
 - Students may nominate another student or themselves.
 - All nominations must be in by 2:15 of Day Two.
- Day Three and Four: Acceptance of nominations and posting of slate process
 - Any nominee who was nominated by another person must accept the nomination before it will be included on the slate.
 - Moderator circulates list of nominees among faculty and staff for comments regarding attendance, work ethic, and grades.
 - The slate is submitted to the Principal for approval.
 - After taking into consideration teacher comments and the school administrators' approval, then an official slate is posted.
- Day Five: Posting of slate
 - The moderator posts the slate.
 - The moderator announces that the campaigns may begin.
 - The moderator creates the election ballot.
- Day Five and Six: Campaign days
 - Candidates may campaign for two days.
 - Posters may be hung on the tile section of walls only.
 - They cannot be hung on doors, windows or in classrooms.
 - Campaign posters must be approved by the school administrators.
 - Campaign speeches will be made during homeroom.

- All posters must be removed on election day.
- Day Seven: Election and announcement of newly elected
 - Class Officer Elections will take place in Homeroom.
 - Club officer elections may take place in homeroom, at a meeting or as designated by the moderator of a club.
 - The newly elected officers will be posted outside the moderator’s room and may also be announced on the PA.

Fundraising

Fundraising, in addition to collecting dues, each class, club and organization may raise funds for its group. The freshmen class, sophomore class, and clubs and organizations can each have ONE in-school fundraiser per year. The junior class and senior class can each have TWO in-school fundraisers per year. (All of these groups can also do outside of school fundraising.)

** Students Council holds several events throughout the school year, and is not bound by this policy.

STUDENT ORGANIZATIONS

Student life at Immaculata Academy is enhanced by participation in extracurricular activities. Each student has an opportunity and is encouraged to become involved in activities at IA through membership in various clubs and sports teams. Involvement in such groups promotes individual and group responsibility, respect and pride.

Lack of attendance or behavior contrary to school policy or the club’s expectations may result in the termination of membership. Hazing of any kind, in clubs or sports teams, is forbidden. Students who participate (initiate) in hazing will be removed from the club or team for the remainder of the school year/season. These students also face the possibility of school suspension.

| | | |
|-------------------------|-------------------|--------------------|
| Student Council | S.A.D.D. | Drama Club |
| Cinema Club | Literary Magazine | Booster Club |
| Mock Trial | Muggle Brigade | Art Club |
| National Honor Society* | Library Club | S.T.A.R. |
| Recruitment Team | Bell Choir | Franciscan Club |
| Instrumental | Yearbook | Bella Voce |
| Tennis Club | Gaming Society | Environmental Club |

* The National Honor Society is an organization to which students are selected based on the ideals of scholarship, character, service and leadership. Seniors and juniors who have a 93% cumulative average are invited to participate in the membership process.

Additional information is available in the Student Organizations Handbook.

AMENDMENTS TO STUDENT HANDBOOK

The Principal has the right to amend or add to this handbook as situations warrant. Changes will be posted in the homerooms and office.



**Immaculata Academy
Athletic Handbook
2009-2010**

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INTRODUCTION

This handbook will provide student athletes and their parents/guardians with a guide to the interscholastic athletic program at Immaculata Academy. In addition to the information presented in this handbook, there will be specific policies for that sport season as determined by the coach. All student athletes are expected to adhere to the rules and regulations established by the Commissioner of Education, the New York State Catholic High School Athletic Association, the New York State Alliance of Independent Schools (NYSAIS), and the administration of Immaculata Academy.

It should be understood by all student athletes and their parents/guardians that it is a privilege to participate on an interscholastic team. With this privilege comes the responsibility of making a commitment to all rules and regulations. Student athletes who violate these rules and regulations will be subject to disciplinary action.

PHILOSOPHY OF ATHLETICS

The athletic program at Immaculata Academy is considered to be an integral part of the school's educational program. We believe this program provides experiences that will affect the student athlete physically, mentally, socially, and emotionally. We believe that by promoting sportsmanship at all levels, the athletic program instills pride, reinforces a sound value system and enhances the individual's self image, as well as the image of the school.

Immaculata Academy's Athletic Program should achieve and maintain the following goals and objectives:

1. Develop high moral and ethical values, standards and behaviors in student athletes.
2. Develop student athletes who demonstrate good sportsmanship. We believe the basic rules of good sportsmanship consist of the following:
 - a. Show respect for opponents.
 - b. Show respect for officials and their decisions.
 - c. Know, understand, and follow the rules of the contest.
 - d. Maintain self-control at all times.
 - e. Recognize and appreciate skill in an opponent's performance.
3. Concentrate on the development of skill and athlete participation in contests.
4. Develop a competitive winning attitude, consistent with good sportsmanship.
5. Encourage individual commitment to personal and team goals.
6. Promote pride in the school and the athletic program.

7. Emphasize and reinforce the importance of academic achievement.
8. Discuss with student athletes the importance of a lifetime positive attitude toward physical fitness.
9. Develop qualities of leadership within the participants in the athletic program.

VARSITY PROGRAM PHILOSOPHY

Varsity competition is the culmination of each sport's program. Normally, seniors and juniors make up the majority of the roster. Occasionally, a sophomore and/or a freshman may be included on the team providing that evidence of advanced levels of physical development, athletic skill and appropriate socio emotional development is demonstrated. A few of the sports programs offered have a varsity level only; therefore, all grade levels are on that varsity team's roster.

Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member has a role and is informed of its importance. The number of roster positions is relative to the student's acceptance of their individual roles in pursuit of the team's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed.

A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a six day a week commitment. This commitment is often extended into vacation periods for all sports seasons. While contests and practices are rarely held on holidays and Sundays, the dedication and commitment needed to conduct a successful varsity program should be taken seriously.

The varsity coach is the leader of that sport's program and determines the system of instruction and strategy for that program. The communication among the junior varsity and varsity programs is the responsibility of the varsity coach. Preparing to win, striving for victory in each contest and working to reach the group's and individual's maximum potential are worthy goals of a varsity level team.

JUNIOR VARSITY PROGRAM PHILOSOPHY

The junior varsity level is intended for those who display the potential of continued development into productive varsity level performers. Although team membership varies according to the structure of each program, freshmen and sophomores occupy the majority of roster positions.

At this level of play, athletes are expected to have visibly committed themselves to the program, team and continued self development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, elements and strategies of team play in addition to socio emotional development. Junior varsity programs work towards achieving a balance between continued team and player development and striving for victory.

The realization that practice sessions are important is a premise that is vital to a successful junior varsity team and player. For all team members, meaningful contest participation will exist over the course of a season; however, a specified amount of playing time is never guaranteed. Participants at this level are preparing themselves for the six day a week commitment that is expected at the varsity level. While contests and practices are rarely held on holidays and Sundays, practice sessions are sometimes scheduled on these days, and during school vacation periods. With the goal of becoming a varsity athlete clearly in sight, a high level of dedication and commitment is expected at the junior varsity level.

ELIGIBILITY REGULATIONS

- A. A student participating in the interscholastic athletic program must be a bona fide student as defined by the New York State Catholic High School Athletic Association's handbook and:
 - Enroll in and actually take at least seven classes, including physical education.
 - Regularly attends at school. Absences caused by personal illnesses are expected.
- B. A student athlete is eligible for interscholastic competition in grades 912, or until her 19th birthday. If she reaches the age of 19 after September 1st, she may continue to participate for the remainder of the school year.
- C. All student athletes must have a physical exam prior to participation of any sort. The student needs a physical once per year and the physical must be done through the athlete's private physician. The student athlete must return the pre-physical Parent Permission Form and I.A. Release Form to the school nurse prior to her physical exam.
- D. Student athletes at Immaculata Academy must also have the Update Form completed prior to each sports season; the Emergency Card is given to athlete after all other information is submitted through the nurse, and must be

presented to the coach prior to tryouts. No student may try out until all forms have been completed and returned.

- E. A student athlete may represent an outside team in the same sport while representing Immaculata Academy. However, if a conflict arises between the two teams, the high school team takes preference.
- F. The scholastic achievements of the students are more important than their accomplishments on the playing field. A student will be unable to participate in athletics if she is failing any of her subjects. A student will be suspended from the team if she has a failing average, and will be suspended until she achieves a passing average. Academic progress will be checked after five and ten weeks during each marking period. Athletes are also subject to individual teacher concerns at any time during the school year, which could lead to suspension until a passing grade is achieved. The student will be unable to practice with the team until she is passing. In addition, she will be unable to travel on the team bus, dress for the contests, nor sit with the team if attending a contest. The student athlete should spend her time improving her scholastic standing. The school will work with the student to insure success in the classroom, as well as on the playing fields.
- G. If a student earns below a 65 on a Regents or local exam, she will be placed on academic probation for the next sport she tries out for in the following manner:

Although she may try out for the sport and earn a spot on the team, she will be unable to participate for the first two games of the season.

For example, if a student fails her sociology or Regents chemistry exam with a 64, she will be unable to participate in the first two games of the following season she plays in, if she earns a spot on the team.

For the suspended contests, she will be unable to travel on the team bus, dress for the contests, nor sit with the team if attending a contest.

If a student attends summer school and passes, probationary status will be waived.

CODE OF CONDUCT

A student athlete is very visible within the school and is often admired and respected. Therefore, it is imperative that a student athlete behaves properly. The principal may suspend or dismiss a student athlete from a team for any behavior the principal feels is unacceptable. The Immaculata Academy Student Handbook discusses this in greater detail.

A student athlete is expected to be cooperative, orderly, and respectful to faculty, staff and students. Conduct that is insubordinate or that endangers the safety, morals, health and welfare of others, will be subject to disciplinary action. This includes a student athlete's behavior during school, after school before practices or games, and in the locker room before or after a game or practice.

While representing Immaculata Academy on the playing field, a student athlete should: refrain from profanity and vulgarity; never resort to dangerous or illegal tactics; show respect for officials, coaches, opponents and spectators; be gracious in defeat; be humble in victory and avoid verbal and physical confrontations.

POLICY REGARDING MORALS AND ETHICS

Immaculata Academy is identified with and by its student body. Each student must accept the responsibility of publicly demonstrating the honorable conduct rightfully expected of them as stated throughout this Athletic Handbook and the Student & Parent Handbook. All events of the school including all sporting events, field trips, evening and weekend activities, as well as daily attendance and any other event, trip or activity, where students represent Immaculata Academy, the following expectations will be in force:

Defiance, acts of bullying, harassment, inappropriate displays of affection, or poor language, toward other students, teachers, staff, guests, visiting team members, coaches, officials and others will be subject to immediate disciplinary action. This may include suspension or expulsion. It must be understood that any conduct or misbehavior that, in the opinion of the Administration is detrimental to the reputation of the school or the good name of the student body, will be grounds for serious disciplinary action.

MUTUAL RESPECT

Treating one's teammates, coaches, opponents, and officials with respect and common courtesy is a fundamental requirement for team membership. Their best friend and worst enemy may be on the team with them and it is expected that both loyalties and differences will be set aside for the sake of the team and the sport. The requirement for mutual respect among athletes and coaches is

broad enough to cover any foreseeable incident that may require disciplinary action.

SPORTSMANSHIP

Immaculata Academy athletes and fans are expected to follow the tenets of Good Sportsmanship as outlined below:

1. Keep cheering positive.
2. Respect the visiting team.
3. Learn and understand the game rules.
4. Show appreciation of good play by both teams.
5. Respect the integrity and judgment of the officials.
6. Accept victory and defeat with dignity.
7. The use of drugs, alcohol and tobacco is prohibited.

SELECTION OF THE TEAM

The selection of an interscholastic team is the responsibility and prerogative of the head coach. He/she shall determine lineups, playing time and special regulations pertaining to his/her sport. He/she has the right to consult with the assistant coach and delegate responsibilities to the assistant.

ATTENDANCE

A student athlete at Immaculata Academy is expected to be in regular attendance and on time for school. She must be in regular attendance for four periods (by 11:00 AM) to be eligible to participate in practice or a contest. She may be excused for special circumstances by making prior arrangements with the administration.

PHYSICAL EXAMINATIONS

As stated in the eligibility standards, a student athlete must have a physical examination by her private physician. A physical examination is good for one calendar year. State law requires that an Update Form be completed for each sport season if thirty days have passed since the student athlete's physical. This form is to be completed by the student athlete and her parents/guardians

TRANSPORTATION

Bus transportation is provided for almost all away contests outside of Hamburg. A student athlete is required to ride the bus to and from all away contests. A student athlete may be released to her parent/guardian for transportation home. No student can drive herself to or from any contest.

INSURANCE

Immaculata Academy provides limited supplemental insurance coverage for injuries sustained while participating in interscholastic athletics. The costs are the primary responsibility of the student athlete's parents/guardians.

INJURIES

There is a risk of being injured that is inherent in all athletics. The injury may be severe, including the risk of a fracture; paralysis; brain injury; or death. An Emergency Card must be returned to the coach prior to the first day of tryouts. All injuries should be reported to the coach immediately. If a student athlete is absent for five or more consecutive days or has an injury that requires medical attention, she must be released back to competition by her private physician. The release forms from her doctor must be given to the nurse, and the athlete will receive a return to play form to give to her coach.

TRAINING RULES

Use of certain substances, such as tobacco (including chewing and snuff), alcohol, and illegal drugs, is a significant health problem for many adolescents. Immaculata Academy teaches students that using these substances creates dangers to her physical, mental and emotional health. It is the philosophy of Immaculata Academy to forbid all student athletes: to use, possess, sell or otherwise distribute these substances or related paraphernalia. Disciplinary action will occur when this policy is violated.

EQUIPMENT/UNIFORMS

All school issued equipment and uniforms must be returned at the end of the season. They are to be returned in reasonable condition, considering normal wear and tear. A student athlete is financially responsible for equipment or uniforms that are lost, stolen or damaged. The student athlete is to make restitution for, or return lost items. Awards may be withheld and participation denied until the restitution has been made.

FUNDRAISING

Teams may fundraise for SPECIAL EVENTS ONLY and must be approved by the Athletic Director and the Principal.

CELL PHONE OPT-OUT POLICY

In the event that a faculty, staff, or coach needs to contact a student for BUSINESS PURPOSES ONLY, Immaculata Academy is giving its employees permission to call or text students. If you do not want your daughter contacted in this way, please put it in writing and give to the Principal as soon as possible.

SPORT OFFERINGS

| FALL | WINTER | SPRING |
|-----------------------|--------------------|-----------------------|
| JV Soccer | JV Bowling | JV Softball |
| Varsity Soccer | Varsity Bowling | Varsity Softball |
| JV Cross Country | JV Basketball | JV Track & Field |
| Varsity Cross Country | Varsity Basketball | Varsity Track & Field |
| JV Volleyball | JV Badminton | |
| Varsity Volleyball | Varsity Badminton | |
| Varsity Golf | | |

ATHLETIC FEES

Athletic fees are based on the need to secure transportation, officials, and practice sites. Once an athlete has secured a position on the team, the fee must be paid in order to participate. It is due before the first scheduled competition.

| \$35 | \$70 | \$80 |
|-------------|---------------|-------------|
| Golf | Soccer | Volleyball |
| Badminton | Cross Country | Basketball |
| | Bowling | Softball |
| | Track | |

- Siblings are required to pay one fee per season. If they play different sports, the higher fee applies.
- Athletes traveling for overnight tournaments or the like are required to pay hotel fees.

- Athletes traveling to New York City are required to pay \$250 per athlete. An example of the cost for travel based on a 14 person team to NYC is as follows:

Transportation

Amtrack \$1,300

Bus within the City \$1,000

Hotel \$3,500

Total \$5,800

- The average cost is \$415 per student athlete. You are required to contribute \$250. If a team loses early in playoffs or a competition, they are required to take the next train available home to avoid unnecessary cost.

AWARDS

Varsity and Junior Varsity awards are given to student athletes who participate for an entire season. Any student athlete, who quits or is dropped from a team due to disciplinary or academic reasons, is not eligible for awards. Awards are given to student athletes who were prevented from finishing the season due to injury or illness. The awards are as follows:

- The Most Valuable Athlete award is given to an athlete on each varsity team, as selected by the head coach if he/she chooses.
- The Golden Bear award (based on effort, attitude, sportsmanship and leadership) is awarded to one athlete from each varsity and junior varsity team.
- The Most Improved Player award is also given to an athlete from each varsity and junior varsity team if the coach chooses.
- Senior athletes, who meet the necessary criteria, may be nominated for the Outstanding Athlete Award and/or the Lisa Manning Memorial Award.

SCHEDULING

The coaches of each team, overseen by the Athletic Director are responsible for establishing a full schedule. The same process will occur to set tournament schedules. It is important to consult the school calendar when scheduling contests to prevent conflicts. The decisions of the school, regarding scheduling, are final.

JEWELRY

In the interest of safety, all jewelry must be removed for both practices and games. This includes: rings, watches, necklaces, bracelets, all earrings, etc.

INITIATION

Immaculata Academy does not sanction, nor approve of, any type of initiation or hazing of athletes by other members of the team. Any athlete who hazes or initiates other athletes is subject to dismissal from the team.

PROCESS FOR SPORTS SIGN-UPS AND TRY-OUTS

1. Students sign up at the Health Office for the sport desired.
2. The nurse will check to see if there is a parent permission form, I.A. release form and a current physical examination on file for the school year.
3. If no parent permission form and I.A. release form are on file, new ones will be issued to the prospective athlete.
4. If there is no current physical on file, the student will need to have one done through her private physician. The required form will be provided.
5. An update will be completed by the athlete's parent prior to tryouts if the physical is more than 30 days old.
6. All completed paperwork will be returned to the Health Office.
7. An emergency card with medical concerns (such as Diabetes, Asthma) documented, along with the individual's physical date will be given to the athlete.
8. Athlete presents the complete emergency card to the coach as evidence of completion of necessary paperwork and health requirements. The coach keeps this card with him/her for the season.
9. Injured athletes or those with outstanding concerns must present clearance from their private physician to the nurse, and receive a return to play form to give to the coach.

AMENDMENTS TO ATHLETIC HANDBOOK

The Principal has the right to amend or add to this handbook as situations warrant. Changes will be posted in the homerooms and office.